

# Memo

**To:** Jennie Stapp, State Librarian      **To:** Montana State Library Commission

**From:** Sarah McHugh, Director  
Statewide Library Resources      **From:** Jennie Stapp, State Librarian

**Date:** November 20, 2014

**Re:** Recommendation from the Network Advisory Council meeting of November 6, 2014

**The Network Advisory Council at its November 6, 2014 meeting approved the following recommendation to be forwarded to the State Library Commission:**

Note that the total available funding for the statewide projects budget has been amended to reflect requested funding changes within the overall FY14 LSTA budget. If approved as recommended, those requests reduce the statewide projects budget from \$266,200 to \$261,312.

The budget reflects these recommended changes to previously approved FY14 LSTA projects:

- **FY15 OCLC Group Services Potential Gap:** Each October, OCLC determines if there is any gap between that fiscal year's total cost for our negotiated Group Services contract and the total amount received by OCLC from library enrollment fees, LSTA and State Resource Sharing funds. LSTA funds are set aside to cover a potential gap. The final gap amount for FY15 was \$37,297, as reflected in the updated budget. This amount is \$1396 less than was approved by the Commission at your June 4 meeting.
- **MSC New Libraries:** The amount needed to cover the migration costs for the two new libraries joining the MSC under FY14 LSTA has been updated. The MSC Director annually estimates an LSTA amount based on the cost estimates shared with libraries interested in joining the MSC. The amount originally approved for this project was \$25,000, based on cost estimate requests from a large school

district and other libraries whose migration and set up costs would have been significant. The two libraries that did join the MSC under FY14 LSTA are small libraries that are not migrating data, thus reducing the amount of FY14 LSTA required to just \$1900.

- **Statewide Online Technology Training:** This project was to provide statewide access to online technology training that would give Montana library patrons the opportunity to build and become certified in specific technology skills, from basic computing skills to coding and server maintenance, and would build upon goals and objectives established in Montana by the three year BTOP (Broadband Technologies Opportunities Program) grant. The amount originally approved to fund this project was \$20,000. This project is on hold due to higher than anticipated costs for this kind of purchase and to give MSL staff more time to investigate alternatives.
- **Courier Development:** The FY14 LSTA requested amount of \$10,000 that has previously been approved by the Commission will help offset costs to participating libraries, strengthen regional hubs, provide opportunities for additional libraries to join the contract at reduced costs and expand the courier service area. There was also \$5,000 in FY13 LSTA to put towards these goals. The schedule for putting in place a new courier contract that will be managed by MSL has been updated to begin in January and for this reason, \$5,000 in FY14 LSTA has been added to this project, in place of FY13 LSTA.
- **Statewide License for Interactive Online Meeting and Training Software for Library Staff:** This project gives public library directors, staff and trustees access to online meeting and training software that enables them to actively collaborate and share expertise with one another and their communities. The amount originally approved to fund this project was \$20,000. The total cost of the final software purchase came out of FY13 LSTA. Headsets are central to a satisfactory audio experience during online meetings and trainings. The new amount of \$2050 indicated for this project in the updated FY14 budget will contribute to a successful rollout of this effort.
- **Hardware Request for the Tablet Lab (Projectors and Speakers):** This project has resulted in the purchase of 10 iPad tablets and 10 Google Nexus tablets that now comprise 2 tablet labs, managed by MSL for training purposes. These labs are already being used to guide exploration and training for library staff on workplace apps and concepts like roving reference and embedded librarianship. The amount originally approved to fund this project was \$10,000. The total cost of the final tablet purchases came out of FY13 LSTA. Projectors and speakers are still needed to augment these training labs. The new amount of \$700 indicated in the updated FY14 budget will cover these additional costs.

The following proposals are recommended by the Council for remaining FY14 LSTA:

Montana Memory Project Technical Support and Training: Contracted Position

The purpose of this 30 hours/week contracted position is to provide, through September 30, 2015, a central technical support contact for the Montana Memory Project (MMP) and to provide assistance to the Montana State Library, the Montana Historical Society Research Center and cultural institutions statewide who participate in the MMP. The individual doing the work will report directly to the Montana Memory Project Director at the Montana State Library. Please note that the need for this position goes beyond the period of funding currently requested. Sustainability of this position will need to be discussed in more detail at a later date.

MSL Marketing Coordinator: Additional Hours for FY14 LSTA Project Promotion

To meet the need for promoting LSTA-funded projects and programs, this request would fund up to 10 additional hours per week between January 1 and September 30, 2015, for the Montana State Library part-time marketing position. These additional funded hours would be dedicated to promoting SLR projects, including developing marketing plans, working with vendors on outreach materials, writing, researching prices for printing and media spots. These additional hours would bring this position to 35 hours per week, 20 hours for marketing and 15 hours for early literacy program management. Please note that the need for this position goes beyond the period of funding currently requested. Sustainability of this position will need to be discussed in more detail at a later date.

Request for Additional Funding for 2015 Leadership Institute

Current plans for the 2015 Leadership Institute are centered on 25 librarians attending a four night, three day training at Rising Wolf Ranch. Participants will receive Blackfeet cultural training, participate in multiple follow-up webinars to support participants' extended exploration of leadership, attend a facilitated face-to-face follow-up formative assessment in Fall 2015 and a small stipend (approximately \$200) to cover partial travel expenses to present to the Commission at MLA Spring 2016.

Additional funding in the amount of \$8000 for the Leadership Institute would support travel and facilitation by Cheryl Gould and permit the inclusion of a cultural studies element into the institute for the purpose of preparing Montana's library leaders to promote innovation and community engagement. Cheryl was a founding member of the InfoPeople team in California that has led much of the growth in online learning opportunities for libraries. She has facilitated leadership training in other states and comes highly recommended by the State Library in Arizona where she recently facilitated a successful retreat. Her management and leadership training activities are centered on creating a culture of innovation. In contrast to facilitators that have led

leadership institutes in the recent past, Cheryl's style and content are markedly different. <http://www.fullyengagedlibraries.com/workshops>

#### Printed Promotional Materials for Share Your Story

\$1061 would fund high quality printed promotional materials bearing the Share Your Story logo and relevant information about the pilot. Promotional materials would increase recognition and visibility of this pilot and enable a stronger promotional effort in hosting communities.

#### Montana Makers Additional Supplies and Promotional Materials

\$2225 would fund an electronic textiles (also known as soft circuits) project for each of the six Montana Makers kits to safely introduce the basics of circuitry through the traditional craft of sewing. Makers will have the opportunity to be creative with technology through relatively inexpensive materials such as conductive thread and LEDs that library staff will find familiar and accessible.

Project suggestions for informal learning activities will be provided in the kits and on the Statewide Library Resources LSTA Pilots page. Libraries and makers will be expected to supply their own fabric for sewing projects. The materials included in this request are intended to accommodate multiple makers simultaneously from each kit.

Makers who complete an e-textiles project are expected to report a greater understanding of how circuits work, including conductivity, electrical polarity, what causes short circuits, how to create parallel circuits, voltage, current, resistance, and the role of switches in controlling the flow of electricity. Makers who are new to sewing are expected to report greater confidence in learning new hands-on skills after participating in an e-textiles project.

Demographics information reported from planned activities is expected to demonstrate that e-textiles projects appeal to and engage a different user group and age group than the Snap Circuits and Squishy Circuits sets already available in the Montana Makers kits. Conductive Play-Doh and AA batteries would supplement equipment already included in the kits and enable hosting libraries to more readily make use of those tools. Promotional materials would increase recognition and visibility of this pilot and enable a stronger promotional effort in hosting communities.

#### Conference Scholarships for Public Library Staff (2015 American Library Association Annual Conference and Computers in Libraries Conference)

\$8000 in scholarship funding would provide registration and travel funds for four conference scholarships for public or tribal library staff members: two to attend the American Library Association conference in San Francisco, California, and two to attend

the Computers in Libraries Conference in Washington, DC. Scholarship recipients would be selected through a competitive application process in which applicants must identify specific expected outcomes as a result of attending the conference. Preference would be given to first-time attendees or to those who have not received a scholarship from the Montana State Library within the past two years.

Providing these scholarships would allow Montana library staff to engage in professional development opportunities that would otherwise be inaccessible to many. The American Library Association conference provides a large array of opportunities to meet librarians from across the country, evaluate new products and services, and learn about both innovative ideas and best practices from all areas of librarianship. The Computers in Libraries conference is North America's largest conference focusing on technology in libraries. The theme of the 2015 CIL conference is "Technology & Libraries for Community Success."

Conference attendees are expected to share their experiences with their colleagues statewide through a presentation or portfolio to be shared online through a live webinar or through content shared on the Learning Portal.

#### Promotional Materials for Montana Memory Project

Materials would include brochures for contributing institutions, outlining how to contribute collections; brochures for patrons, with explanation of how to use the MMP website; and informational posters. The estimated cost for these materials is \$1061.

The Council will address the final FY14 LSTA remaining balance for statewide projects at their March 2015 meeting.